



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: July 19, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 20, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, August 2, 2016**. Applicants will not be accepted after that time and date.

If you have any questions, please contact Halie Zulauf at 217/782-5594.

TM VII

Bureau Chief of Communications Services
Bureau of Communications Services
Office of Communications
Springfield
RUTAN EXEMPT POSITION

Attachments
41081

A cover letter, resume and Technical Application (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Tuesday, August 2, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager VII – RUTAN EXEMPT POSITION	Salary Range:	\$6,880 - \$11,430
Position Title:	Bureau Chief of Communications Services	Union Position:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Position Number:	PW417-23-35-100-00-01	IPR#:	41081

Office/Central Bureau/District/Work Address:

Office of Communications / Bureau of Communications Services / 2300 S. Dirksen Parkway, Springfield, IL

Description Of Duties:

This position serves as a primary staff adviser to the Director of the Office of Communications (OC) by assisting in the overall development, coordination and implementation of policies and directives.

Special Qualifications:

The following criteria is required:

- Valid driver's license
- Occasional travel which may include overnight stays

The following criteria is desired:

- Knowledge, skill and mental development equivalent to a Master's Degree preferably with courses in business, journalism, media relations, public administration or the equivalent in training and experience
- Four years progressively responsible managerial experience in business administration, media relations or governmental operations
- Excellent oral and written communication skills
- Ability to coordinate department-wide communication programs to meet departmental goals and objectives
- Ability to maintain harmonious relationships with directors, groups, individuals, and the general public

Shift/Remarks:

8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	May 6, 2016	POSITION:	Bureau Chief of Communications Services
APPROVED BY:	<u>Guy Tridgell</u>	OFFICE:	Communications
CODE:	jd/tech/oc/PW417-23-35-100-00-01	REPORTS TO:	Director

POSITION PURPOSE

This position serves as a primary staff adviser to the Director of the Office of Communications (OC) by assisting in the overall development, coordination and implementation of policies and directives.

DIMENSIONS

OC Staff	4
Multi-Million \$ Advertising Campaigns	3+
Per District Contracts	100-120

NATURE AND SCOPE

This position reports to the Director of Communications. Reporting to this position are the Passenger Rail Marketing Manager, the Project Manager and Assistant to the Bureau Chief, and the Communications Assistant.

This position assists in the development and direction programs to meet the media relations and internal communication needs of the Department. Designated as an advocate/spokesperson on public relations issues the incumbent deals with highly sensitive public and political issues. S/He oversees the design and direction of programs to attain the media and communications goals and objectives of the Department and ensures the validity of program results. The incumbent coordinates external and internal departmental communications by maintaining continual communications with other departmental directors, the Department of Central Management Services (DCMS) and public information sources to provide communication services as needed. All public communications must be cleared through this office to ensure timeliness, uniformity, non-duplication of releases and consistency with departmental policy. This position serves as one of the main contacts with the media, industry information personnel, governmental agencies and the general public in releasing and ensuring the proper dissemination of information pertaining to departmental programs and policies. The incumbent serves as a spokesperson for the Secretary when the Director is not available and coordinates closely Governor's press secretary. The Bureau Chief is expected to exercise significant discretion for the regular and daily implementation of policy and strategy as directed by executive staff.

Typical problems involve the coordination of activities and products to ensure a cohesive effort in supporting the administrative needs of the Department. The greatest challenge of this position is the early identification of emerging issues and the development of the internal capability to respond in a timely and efficient manner.

The incumbent is personally responsible for assisting the Director in the day-to-day management of operations. S/He coordinates departmental administrative programs ensuring their basis on sound, consistent and equitable policies and procedures. This position promotes the efficient administration of programs designed to enable the Department to meet both short- and long-range goals and objectives. S/He analyzes

present and proposed administrative policies and procedures to ensure a sound basis for maximizing efficient departmental operations and coordinates implemented department-wide administrative programs.

This position serves as a representative for the Director in the resolution of sensitive problems directly related to OC operations and ultimately related to the achievement of departmental goals and objectives. This position analyzes strategic planning concerns as assigned by the Director through: identification of significant issues and incumbent personally coordinates in-depth investigations of sensitive programs, departmental objectives and concerns; analysis of potential impact on administrative programs and departmental operations; formulation of alternative strategies for resolution of problematic issues; and presentation of courses of action to resolve specific problems to protect both the interests of the OC and the Department. As a result of this directive, the assumption of the lead role in the implementation of new program initiatives or recommendations is also the responsibility of this position.

The incumbent accomplishes accountabilities through the:

Communications Outreach Liaison who coordinates outreach programs statewide.

Passenger Rail Marketing Manager who communicates agency policies, plans and priorities for passenger rail (Amtrak), high speed rail and other rail initiatives in Illinois including planning, organizing, implementing and directing a proactive communications and marketing plan for ongoing and future rail initiatives.

Project Manager, Special Assistant and Assistant to the Bureau Chief who are responsible for working with various offices and bureaus to research and develop content for written reports and website materials as requested.

Communications Assistant who is responsible for researching and developing background information and responding to requests for communications assistance from internal offices and bureaus.

This position exercises wide latitude in decision-making; however, those decisions which hold major policy significance are referred to the Director. The incumbent is constrained by designated deadlines, state and federal statutes and departmental policies and procedures.

The incumbent has direct and frequent contact with all departmental offices and divisions regarding the numerous functions and programs affected by OC policies. Although s/he has day-to-day contact with the Secretary, Assistant and Deputy Secretaries, directors, regional engineers and bureau chiefs, this position must work with all staff levels. External contacts include the Department of Central Management Services, the Governor's staff, legislative staff members, the U.S. Department of Transportation, National Highway Transportation Safety Administration and the general public as well as media contacts. This position may represent the Director on committees, conferences, meetings and other special events. Travel may be required.

The effectiveness of this position is measured by the degree of success of the Department's administrative process as well as the ability of the incumbent to gain the confidence and support of management staff to develop cooperation and cohesiveness to ensure the efficient implementation of directives.

PRINCIPAL ACCOUNTABILITIES

1. Provides accurate and comprehensive advice to the Director on administrative matters impacting the Department.
1. Coordinates department-wide communications programs to maximize the effectiveness of administrative functions in achieving departmental goals and objectives.
2. Assists the Director in implementing decisions and directives.
3. Conducts special projects as assigned by the Director and provides timely, effective solutions to problems posing major impacts on departmental operations.
4. Maintains effective liaison with groups and individuals with the Department to further promulgate policies.
5. Performs other duties as assigned. Ensures compliance with departmental safety rules and practices. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.